



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE PERSONNEL ANALYST (APA)

\$3,915 - \$4,759

HUMAN RESOURCES MANAGEMENT BUREAU

SACRAMENTO

Confidential Position

- **Paid parking available in the building on a pre-tax basis. A great benefit!**
- **Friendly and fast paced agency!**

Interested? See below for more information.

RESPONSIBILITIES:

Reporting to the Manager, Personnel Operations, this position will function independently as a Classification and Pay Analyst. The incumbent will act as consultant to managers and supervisors regarding issues related to employee selection, classification, discipline, and the various employee appeals processes. The analyst will also research personnel related policy, rules, and regulations and prepare issue papers, policy recommendations and reports as necessary. Performs classification studies and develop classification proposals for submission to the Department of Personnel Administration and the State Personnel Board.

DESIRABLE QUALIFICATIONS:

- Work with independence under general supervision;
- Handle multiple priorities effectively;
- Communicate effectively and make presentations before groups;
- Analyze data and independently prepare proposals and justifications; strong written communication skills;
- Negotiate complex, controversial or sensitive matters under stressful conditions;
- Develop effective working relationships with all levels of staff, including supervisors, managers, Executive Staff and employees.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Personnel Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, **only** the most qualified candidates with experience pertinent to the responsibilities of the position will be contacted for interviews. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application, **along with a one-page statement describing your qualifications**, to Inez Armstrong, Department of Insurance-Human Resources, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Associate Personnel Analyst #191-5142-003" on the State application.** For additional information, please call (916) 492-3271.

FINAL FILING DATE: UNTIL FILLED

NOTE: **Interested Individuals, including list eligibles, must submit an application in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD